

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik Frohling, Greshay, Schmidt, and Duchac

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Monday, November 7, 2016 at 10:30 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, Human Resources Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Rebecca Bell, Human Services and Health Director; Angi Zilliox, Human Resources Specialist.

Meeting called to order by Marsik at 10:30 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the minutes of the regular and closed session meeting of the October 18, 2016 meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

Eske provided historical information regarding the Medical Billing Specialist indicating that a JDQ was completed and sent to Carlson Dettmann with a recommendation of placement on the Dodge County Labor Structure at Grade Four (4). Eske further stated that a resolution was approved by County Board for this position and it was posted. Eske stated that after subsequent deliberations it was determined that the Medical Billing Specialist should have more lead responsibilities and a revised JDQ was sent to Carlson Dettmann for consideration resulting in a recommendation of placement on the Dodge County Labor Structure at Grade Five (5).

Motion by Frohling to approve reclassifying the Medical Billing Specialist position and placing it into the Labor Grade Structure at Grade Five (5). Second by Schmidt. Motion carried.

Eske stated that a .8 RN Public Health position was temporarily increased to full time until December 31, 2016 due to retirements and resignations. Eske indicated that the change from .8 to full time was overlooked during the 2017 budget resolutions for positions; however, verified that the funding was included in the 2017 budget for the full time position. Eske noted that a resolution will be presented to the County Board in November. Mielke stated he will prepare a memo for the County Board packet.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Administrative Assistant

One (1) Social Worker I – Long Term Support/Adult

Finance

Human Services

Protective Services

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

Mindemann presented two leave of absences for consideration: one for an employee with Physical Facilities for an unpaid Medical Leave of Absence and one for an employee with Human Services and Health for an unpaid Medical Leave of Absence. Mindemann indicated that Human Resources does have supporting medical certification for both leave requests.

Motion by Greshay to approve the leave of absences as presented. Second by Frohling. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE - Dale Beine, Utility II/Truck Driver – East, Highway, \$17.61, DC04, ST03, 10/24/2016; Robert W. Mantei, Transportation Driver, Human Services, \$12.16, MSC17, ST01, 10/19/2016. RECLASSIFICATION - Megan A. Tobian, Human Resources Assistant I, Human Resources – Clearview, \$18.59, DC05, ST01, 11/02/2016. STEP INCREASE- Sara J. Haag, Deputy Clerk of Courts, Clerk of Courts, \$18.09, DC04, ST04, 12/09/2016; Susan K. Kupsch, Child Support Specialist II, Child Support, \$20.71, DC05, ST05, 11/10/2016; Todd A. Busse, Mechanic, Highway, \$24.03, DC06, ST07B, 12/05/2016; Dennis R. Ebert, State Patrolman – East, Highway, \$22.13, DC04, ST13A, 12/16/2016; Mark A. Kollmansberger, Utility II / Truck Driver – East, Highway, \$18.56, DC04, ST05, 12/22/2016; Thomas J. Nehls, Engineering Technician V, Highway, \$24.91, DC06, ST09A, 12/12/2016; Thomas L. Meister, Custodian II, Physical Facilities, \$13.91, DC02, ST04, 11/11/2016; David A. Gabel, Correctional Officer, Sheriff, \$25.22, DC05, ST14A, 11/01/2016; Kyle D. Hagen, Correctional Officer, Sheriff, \$23.63, DC05, ST11A, 12/03/2016; Matthew E. Shadley, Correctional Officer, Sheriff, \$19.65, DC05, ST03, 12/03/2016; Lisa J. Zuelsdorf, Correctional Officer, Sheriff, \$25.22, DC05, ST14A, 11/30/2016; Jodi M. Schultz, Deputy Treasurer, Treasurer, \$18.95, DC03, ST11B, 10/30/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None


HR Director's Report:


- a) Disciplinary Actions: Eske notified the Committee of three (3) Clearview employees receiving written warnings regarding failure to follow reporting procedures related to a resident injury.
- b) Grievances and Arbitrations: Eske provided two possible dates for proceeding with mediation with Sworn. It was determined to select December 14, 2016 as the date.

Future Agenda Items: Policy regarding reclassifications and new positions and a review regarding Employee Trust Funds Self-Insurance.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **December 6, 2016 at 8:00 a.m. and December 20, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:54 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.